

Michigan Department of State Commercial Record Request

If you are requesting **your own record**, use form **BDVR-153, Requesting Your Own Record**.
If you are requesting information about **someone else**, complete this form.

Copies of driver and vehicle records are available for \$6.55 for each record or transaction. Certification costs an additional \$1.00 per record. The Department of State charges a fee to search for a record. **Even if no record is found, you are still responsible to pay \$6.55 for each transaction or record requested.**

Section 1. Requestor (Please **print** or **type** all information.)

Requestor Name or Company Name		Agent's Printed Name and Title (if company)	
Mailing Address			File or Claim Number
City	State	Zip	Daytime Telephone Number () -

Section 2. Driver Record Information (If you only want a driver record, leave Sections 3 and 4 blank.)

<input type="checkbox"/> Current Driving Status <input type="checkbox"/> Driving Status as of ____/____/____ <input type="checkbox"/> Boat Operator Record (additional \$6.55 fee)		
<input type="checkbox"/> Current Application <input type="checkbox"/> Application History from ____/____/____ to ____/____/____		
<input type="checkbox"/> Address History <input type="checkbox"/> Address History from ____/____/____ to ____/____/____		
Driver's Full Name (First, Middle, Last)	Driver License Number _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	Birth Date _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Driver's Full Name (First, Middle, Last)	Driver License Number _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	Birth Date _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Section 3. Registration Information (Give as much detail as possible. Insurance data is not available.)

License Plate or Registration Number _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	Vehicle Year _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	Vehicle or Watercraft Make _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	Vehicle or Hull Identification Number _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Owner(s) Name			Check this box if you want any or all <input type="checkbox"/> vehicles registered to this owner. (\$6.55 per vehicle record)
Owner(s) Address			
City		State	Zip

Section 4. Title Information (Note: \$6.55 is charged for each transfer or activity found. Complete title histories can be expensive.)

☐ Current Ownership ☐ Previous Title ☐ Copy of Current Title Application and Related Forms

☐ Complete History ☐ Partial History from ____/____/____ to ____/____/____

[illegible]

Owner(s) Name	Check this box if you want any or all <input type="checkbox"/> vehicles registered to this owner. (\$6.55 per title record)
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Owner(s) Address

City	State	Zip
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Section 5. Payment Method (Include payment, credit card billing information, or account number.)

☐ Check or Money Order (Payable to "State of Michigan") ☐ Department of State Account Number

Credit Card: ☐ Visa ☐ MasterCard ☐ Discover ☐ **Certified record needed (\$1.00 additional)**

Account Number Expiration Date

Section 6. Certification (This section must be completed or request will not be processed.)

All record requestors **must** select at least one of the permissible reasons for record information release that are shown on the next page. Requests cannot be processed if a request reason has not been selected.

I (we) certify that the information and statements on this request are true and correct and comply with the provisions of state and federal driver privacy protection laws. I understand that the willful unauthorized disclosure of information obtained from these record(s) for a purpose other than stated on this request, or the sale or other distribution of information to a person or organization not disclosed in this request may result in penalties imposed under MCL 257.903 and other provisions of law. If paying by credit card, I authorize charging the total amount to fulfill my request to the credit card listed in Section 5 of this form.

X _____
Signature of Requestor -- *form must be signed or request will not be processed*

Date _____

Warning: Under Michigan law, a person who makes a false representation or false certification to obtain personal information or who uses personal information for a purpose other than a permissible purpose identified above is guilty of a felony, which may be punishable by imprisonment of up to 15 years, or a fine of up to \$15,000, or both.

See last page for guidelines on completing this form.
Mail completed requests to this address:

Michigan Department of State
Record Lookup Unit
7064 Crowner Drive
Lansing, Michigan 48918-1540

Call **(517) 322-1624** for help in completing this form or to order a record by telephone and charge the payment to a credit card or Department of State account.

Completed requests may be faxed to **(517) 322-1181**. Payment must be charged to a credit card account.

Permissible Reasons for Obtaining Record Information
Check those that apply

- ___ A. For use by a federal, state, or local **governmental agency**, including a **court or law enforcement** agency, in carrying out the agency's functions, or by a private person or entity acting on behalf of a governmental agency in carrying out the agency's functions.
- ___ B. For use in connection with matters of motor vehicle, watercraft, snowmobile or off-road recreational vehicle (ORV) and driver or operator safety or auto, watercraft, snowmobile, or ORV theft; motor vehicle, watercraft, snowmobile, or ORV emissions; motor vehicle, watercraft, snowmobile, or ORV product alterations, recalls, or advisories; performance monitoring of motor vehicles, watercraft, snowmobile, or ORV; **motor vehicle**, watercraft, snowmobile, or ORV market research **activities**, including survey research; and the removal of nonowner records from the original records of motor vehicle, watercraft, snowmobile, or ORV manufacturers.
- ___ C. For use in the normal course of business by a legitimate **business**, including the agents, employees, and contractors of the business, but only to **verify the accuracy** of personal information submitted by an individual to the business or its agents, employees, or contractors, and if the information as so submitted is no longer correct, to obtain the correct information, for the sole purpose of preventing fraud by pursuing legal remedies against, or recovering on a debt against, the individual.
- ___ D. For use in connection with a **civil, criminal, administrative, or arbitration proceeding** in a federal, state, or local court or governmental agency or before a self-regulatory body, including use for service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state or local court, an administrative agency, or a self-regulatory body.
- ___ E. For use in legitimate **research activities** and in preparing statistical reports for commercial, scholarly, or academic purposes by a bona fide research organization, if the personal information is not published, redisclosed, or used to contact individuals.
- ___ F. For use by an **insurer** or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigating activity, antifraud activity, rating, or underwriting.
- ___ G. For use in providing notice to the owner of an **abandoned, towed, or impounded** vehicle, watercraft, snowmobile, or ORV.
- ___ H. For use either by a **private detective or private investigator** licensed under the Private Detective License Act of 1965 (1965 PA 285; MCL 338.821 to 338.851), or by a private security guard agency or alarm system contractor licensed under the Private Security Guard Act of 1968 (1968 PA 330; MCL 338.1051 to 338.1085), only for one or more of the permitted purposes listed on these two pages.

List reason(s) here:

Your professional license number:

- ___ I. For use by an **employer**, or the employer's agent or insurer, to obtain or verify information relating either to the holder of a commercial driver license that is required under federal law or to the holder of a chauffeur's license that is required under chapter 3 of the Michigan Vehicle Code.
- ___ J. For use by a watercraft, snowmobile, ORV, or **car rental** business, or its employees, agents, contractors, or service firms, for the purpose of making rental decisions.
- ___ K. For use in connection with the operation of **private toll transportation** facilities.
- ___ L. For use by a **news medium** in the preparation and dissemination of a report related in part or in whole to the operation of a motor vehicle or public safety.
- ___ M. For any use by an **individual** requesting information pertaining to himself or herself or requesting in writing that the Secretary of State provide information pertaining to himself or herself to the individual's designee. A request for disclosure to a designee, however, may be submitted only by the individual.

I request that information about me be released to the requestor shown in Section 1.

Signature of individual listed in section 2, 3,
or 4 (required if request falls under
reason M) X

Guidelines for completing this form

Fill out as much information about your request as you can. Accurate and complete information will help us locate the record you want. Please include a daytime telephone number in case we have any questions about your request.

Driver records that we produce for courts, law enforcement, or a driver's personal use are full records showing all actions. Records produced for insurance, employment, or credit inquiries are edited records and do not include minor administrative entries or accidents for which the driver did not receive a ticket and a corresponding court conviction or civil infraction determination.

For driver records, include as much detail in Section 2 as possible. If you just need the name, address, or driving status for a permissible reason given in Section 6, request the current record only. If you check more than one box, you will be charged for each record found. If you want only a driver record, do not complete Sections 3 or 4 or you will be charged for vehicle records also.

Personal identification card information is also available. Complete Section 2, Driver Record Information, substituting the identification card number for the driver license number. Leave the last two spaces of the driver license number field blank.

For vehicle information, include as much detail as possible. The owner's name should be the owner of record, not a purchaser who has not yet titled the vehicle. If you just need name, address, or ownership verification for a permissible reason (see Section 6), request only a registration record. If you request both a registration and the current title record, you will be charged for two records (at least \$13.10). Information about insurance certificates shown at the time of plate renewal is not available.

For watercraft or snowmobile records, complete Section 3, Registration Information, substituting the watercraft or snowmobile registration number for the license plate number. Include as much information as you can about the recreational vehicle.

Buying complete title histories can be very expensive. The \$6.55 fee is charged for each title change or correction. If a vehicle has been sold several times, the total bill can increase quickly. If you only need the last owner, just request the previous title.